

# Chapter Ten: Reports

This chapter describes the various reports available through IBARS and procedures for printing or viewing them. Many of the reports can be viewed or printed at either the agency level or at the program level. Reports can be generated in HTML, PDF, or CSV output types. Sample reports are located at the end of this chapter.

Reports are located in Publications tab, by selecting either Standard or Agency from the Select dropdown list.

## Reporting

### Agency Reports:

CR01	Salary Budget
CR02	Position Funding
CR03	Schedule Information
CR06	Agency Special Fund Report
CR07	Agency Grants Summary Report
CR08	Agency Extraordinary Repairs Report
CR09	Agency Equipment > \$5,000 Report
CR10	Agency IT Equipment > \$5,000 Report
CR11	Compensation Package Validation
CR12	Salary Compensation
CRCP	Capital Projects Agency
CRCS	North Dakota Change Package Summary
CRSR	Subschedule Reports
CRVA	Validate Agency Version
SP	Subschedule Report

### Standard Reports:

NARR	Narrative Reports
SR01	Reporting Levels
SR04	Change Package Summary
SR05	Budget Request Summary – Reporting Level
SR06	Budget Validation
SR07	Version Comparison
SR12	Pay Plan Comparison
SR13	Personal Services Budget
SR15	Sample Graph (not used)
SUBSCH1	Subschedule Info

## Navigation

Logon=>Publications=>Agency **or** Standard

## Using the Windows

From the list of reports, click the report ID of the selected report, choose necessary fields, and click the “OK” at the bottom of the screen.

From the “Report Name” drop down list, select the desired version of the report. For certain reports the user will notice various choices in the Report Name drop down. These are previously saved report profiles with preset column selections.

Choose the desired report profile from the dropdown, or rename the report to have that name appear on the printed report.

If the user desires the report at the agency level or a rollup reporting level, place a checkmark in the Code Type Rollup box, or leave it blank to choose a report at a lower reporting level.

**Tip**

*If the Code Type Rollup box is checked, select (All) from the reporting level dropdown for an agency level report and a report for every rollup level. Select one of the two agency names for a report at the agency level OR select individual rollup level reports.*

*If the Code Type Rollup is unchecked: select (All) for reports of every reporting level or select the desired individual reporting level.*

Select the columns desired to appear on the report using dropdowns labeled Columns 2 - 7.

In the Code 1 dropdown, select Major Program to run a report at the major program. Code 2 is not used.

Click OK to generate the report.

## Report Profiles

### Creating a New Profile

If the user wishes to save certain column or other report settings, a report profile should be created.

Select an existing report file from the Report Name dropdown and click the Add icon. When the Profile Edit field appears, enter a new name for the profile. Ensure the desired report settings are selected, such as code type rollup, subschedule, reporting level, and columns. Finally, click the Save icon on the action bar. The new profile will now appear in the Report Name dropdown.

### Renaming a Profile

Select the profile from the Report Name dropdown. When the Profile Edit box appears, enter the new name for the selected profile, and click the Rename? checkbox. Click the Save icon, and the profile name will immediately update in the Report Name dropdown list.

**Deleting a Profile**

Select the profile from the Report Name select box. Click the Delete icon from the action bar.

## Budget Request Reports

**SR05 – Budget Request Summary – Reporting Level**

Provides budget information for all expenditures followed by all funding sources.

**Tip** *In order to generate a report for the entire agency as well as individual reporting level reports, the report will need to be generated twice. Once with the rollup box checked and the agency name selected, and once with the rollup box unchecked and (All) selected in the reporting level field.*

**Alternate SR05 Reports**

Click the Series box to generate the Budget Request Summary by Line report, which provides expenditures and funding by line.

**Tip** *Previously, the CR05 report was used to show funding and expenditures by line. That functionality has been incorporated into the SR05 report in IBARS. Check the Series box to show this level of detail.*

Click the Agency box to generate the Budget Request Summary by Agency report, which provides a summary by major program, line and funding source.

The SR05 can also be used to generate reports for subschedules in total or by individual subschedule items. Use the subschedule field to select the subschedule. The Project field will appear with a dropdown list of each subschedule item.

## Salary Reports

**CR01 – Salary Budget**

Provides position information including position number, name, FTE, new FTE indicator, reporting level percentage, funding source allocation percentage, monthly base, proposed biennial salary and benefits, lump sum payments and salary adjustments. The report can be generated by individual reporting level, rolled up to an agency level or by special line. Additional options can be selected on each of the reports:

***Funded Ind box:***

- ALL – all funded and unfunded positions
- Funded - all funded positions only
- Unfunded – Do Not Post - all unfunded positions only

***Opt FTE box:***

- All Positions - all base budget and optional positions
- No Optional Positions - base budget positions only
- Only Optional Positions

**CR02 – Position Funding**

Provides two different reports, Total Position Funding and Fringe Benefit Detail, which can be selected in the Report field at the bottom of the window. These reports provide additional position information including job class or job class title. Selections can be made to sort by position number, class name or employee name, and include salary increase or without optional FTE.

The Total Position Funding report provides the salary and benefits as well as the funding source amounts.

The Fringe Benefit Detail report allows a selection of four different benefit types, including Health, FICA, Retirement, Unemployment, Workers Comp, Medicare, Standard Fringe, Life Insurance and Employee Assistance Program.

**Tip**

*The CR02 – Position Funding reports do not include any lump sum payments. The lump sum amounts must be added separately to reconcile to the total payroll budget.*

**SR13 – Personal Services Budget**

Provides additional payroll detail for each position in each budget year including class code and funding source detail.

## Subschedule Reports

**CR03 – Schedule Information**

Provides reports from posting subschedules. Reports can be generated for the agency, all reporting levels, or individual reporting levels. Below is a copy of the selection screen for each of the subschedules and the associated column options.

Available Posting Subschedule reports:

CAP	Capital Assets
EQP	Equipment Over \$5,000
EXTR	Extraordinary Repairs
GS	Grants Summary
ITEQ	IT Equip and Software Over \$5,000
OCP	Other Capital payments

## CAP – Capital Assets

loranderson/lbarsprod/2011B0100720/B/M **Internet Budget and Reporting System** Wednesday, July 21, 2010

Home Checklist Versions **Publications** Logout

Pub List Parameters

Report Name \* CR03 - Schedule Information

Rename Report\* Schedule Information

Version\* 2011-B-01-00720

Admin\* ☐

Sub Schedule\* CAP Capital Assets

Reporting Level\* (Agency)

Column 2\* Remove Capital

Column 3\* 2011-13 Base Budget Request

Column 4\* 2011-13 Optional Request

Output Type\* ☐ HTML ☒ PDF

OK

Administration  
Preparation  
Publications

Menu Rptng Lvl Projects

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CR03 - Schedule Information

Page 1 of 1

**Capital Assets**

00720 Game and Fish Department

Version: 2011B0100720

Description	Priority	Line	Reporting Level	Funding	Remove Capital	2011-13 Base Budget Request	2011-13 Optional Request
District Office Storage Buildings	3	50		Special Funds	0	200,000	0
<b>Total District Office Storage Buildings</b>					0	200,000	0
Remove Capital Construction Carryover	1	51		Federal Funds	(721,317)	0	0
				Special Funds	(286,049)	0	0
<b>Total Remove Capital Construction Carryov</b>					(1,007,366)	0	0
Remove Land and Buildings	2	50		Federal Funds	(276,000)	0	0
				Special Funds	(1,023,147)	0	0
<b>Total Remove Land and Buildings</b>					(1,299,147)	0	0
<b>Total Federal Funds</b>					(997,317)	0	0
<b>Total Special Funds</b>					(1,309,196)	200,000	0
<b>Total for Game and Fish Department</b>					(2,306,513)	200,000	0

## EQP – Equipment over \$5,000

loranderson/libarsprod/2011B0100720/B/M Internet Budget and Reporting System Wednesday, July 21, 2010

Home Checklist Versions Publications Logout Pub List Parameters

Report Name CR03 - Schedule Information

Rename Report Schedule Information

Version 2011-B-01-00720

Admin ☐

Sub Schedule EQP Equipment Over \$5000

Reporting Level (Agency)

Column 2 Remove Capital

Column 3 2011-13 Base Budget Request

Column 4 2011-13 Optional Request

Output Type ☐ HTML ☒ PDF

OK

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Preparation  
Publications

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CR03 - Schedule Information

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**Equipment Over \$5000**  
 00720 Game and Fish Department  
 Version: 2011B0100720

Description	Priority	Line	Reporting Level	Funding	Remove Capital	2011-13 Base Budget Request	2011-13 Optional Request
Aircraft Replacement	7	50		Special Funds	0	300,000	0
Total Aircraft Replacement					0	300,000	0
Conservation & Communication Division Equipme	3	50		Federal Funds	0	8,000	0
				Special Funds	0	4,000	0
Total Conservation & Communication Divisi					0	12,000	0
Enforcement Equipment	2	50		Federal Funds	0	49,000	0
				Special Funds	0	280,000	0
Total Enforcement Equipment					0	329,000	0
Fisheries Replacement Equipment	1	50		Federal Funds	0	112,500	0
				Special Funds	0	37,500	0
Total Fisheries Replacement Equipment					0	150,000	0
Lonetree Replacement Equipment	5	77		Federal Funds	0	100,000	0
Total Lonetree Replacement Equipment					0	100,000	0
Remove Equipment over \$5000	6	50		Federal Funds	(435,000)	0	0
	6	77		Federal Funds	(80,000)	0	0
				Special Funds	(281,712)	0	0
Total Remove Equipment over \$5000					(796,712)	0	0
Wildlife Division Replacement Equipment	4	50		Federal Funds	0	150,000	0
				Special Funds	0	50,000	0
Total Wildlife Division Replacement Equip					0	200,000	0
Total Federal Funds					(515,000)	419,500	0
Total Special Funds					(281,712)	671,500	0
Total for Game and Fish Department					(796,712)	1,091,000	0

**EXTR – Extraordinary Repairs**

loranderson/libarsprod/2011B0100720/B/M **Internet Budget and Reporting System** Wednesday, July 21, 2010

Home Checklist Versions Publications Logout Pub List Parameters

Report Name: CR03 - Schedule Information

Rename Report: Schedule Information

Version: 2011-B-01-00720

Admin: ☐

Sub Schedule: EXTR Extraordinary Repairs

Reporting Level: (Agency)

Column 2: Remove Capital

Column 3: 2011-13 Base Budget Request

Column 4: 2011-13 Optional Request

Output Type: ☐ HTML ☒ PDF

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CR03 - Schedule Information

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**Extraordinary Repairs**

00720 Game and Fish Department

Version: 2011B0100720

Description	Priority	Line	Reporting Level	Funding	Remove Capital	2011-13 Base Budget Request	2011-13 Optional Request
Department Facility Repairs	1	50		Special Funds	0	300,000	0
Total Department Facility Repairs					0	300,000	0
Fishing Area Projects	2	50		Federal Funds	0	625,000	0
				Special Funds	0	250,000	0
Total Fishing Area Projects					0	875,000	0
Remove Extraordinary Repairs	4	50		Federal Funds	(80,000)	0	0
	4	77		Federal Funds	(20,000)	0	0
				Special Funds	(431,141)	0	0
				Special Funds	(25,256)	0	0
Total Remove Extraordinary Repairs					(556,397)	0	0
Wildlife Management Area Improvements	3	50		Federal Funds	0	190,170	0
				Special Funds	0	100,000	0
Total Wildlife Management Area Improvem					0	290,170	0
Total Federal Funds					(100,000)	815,170	0
Total Special Funds					(456,397)	650,000	0
Total for Game and Fish Department					(556,397)	1,465,170	0

## GS – Grants Summary

loranderson/ibarsprod/2011A0600127/B/M **Internet Budget and Reporting System** Wednesday, July 21, 2010

Home Checklist Versions **Publications** Logout Pub List Parameters

Report Name: CR03 - Schedule Information

Rename Report: Schedule Information

Version: 2011-A-06-00127

Admin: ☐

Sub Schedule: GS Grants Summary

Reporting Level: (Agency)

Column 2: 2009-11 Biennium Appropriation

Column 3: 2011-13 Base Budget Changes

Column 4: 2011-13 Optional Request

Output Type: ☐ HTML ☒ PDF

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CR03 - Schedule Information

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### Grants Summary

00127 Office of State Tax Commissioner

Version: 2011A0600127

Description	Priority	Line	Reporting Level	Funding	2008-11 Biennium Appropriation	2011-13 Base Budget Changes	2011-13 Optional Request
Disabled Veterans Credit	0	77		General Fund	3,000,000	0	1,343,920
<b>Total Disabled Veterans Credit</b>					3,000,000	0	1,343,920
Total Homestead Tax Credit	0	75		General Fund	5,954,000	0	2,838,788
					6,984,000	0	2,838,788
<b>Total General Fund</b>					<b>8,984,000</b>	<b>0</b>	<b>4,072,708</b>
<b>Total for Office of State Tax Commissioner</b>					<b>8,984,000</b>	<b>0</b>	<b>4,072,708</b>



## ITEQ – IT Equip and Software Over \$5,000

loranderson/ibarsprod/2011B0100720/B/M Internet Budget and Reporting System Wednesday, July 21, 2010

Home Checklist Versions Publications Logout Pub List Parameters

Menu Rptng Lvl Projects

Report Name: CR03 - Schedule Information

Rename Report: Schedule Information

Version: 2011-B-01-00720

Admin: ☐

Sub Schedule: ITEQ IT Equip and Software Over \$5000

Reporting Level: (Agency)

Column 2: Remove Capital

Column 3: 2011-13 Base Budget Request

Column 4: 2011-13 Optional Request

Output Type: ☐ HTML ☒ PDF

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CR03 - Schedule Information

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### IT Equip and Software Over \$5000

00720 Game and Fish Department

Version: 2011B0100720

Description	Priority	Line	Reporting Level	Funding	Remove Capital	2011-13 Base Budget Request	2011-13 Optional Request
IT Equipment Replacement	1	50		Special Funds	0	27,000	0
Total IT Equipment Replacement					0	27,000	0
Total Special Funds					0	27,000	0
Total for Game and Fish Department					0	27,000	0

## OCP – Other Capital Payments

loranderson/ibarsprod/2011B0100720/B/M **Internet Budget and Reporting System** Wednesday, July 21, 2010

Home Checklist Versions **Publications** Logout

Pub List Parameters

Report Name: CR03 - Schedule Information

Rename Report: Schedule Information

Version: 2011-B-01-00720

Admin: ☐

Sub Schedule: OCP Other Capital Payments

Reporting Level: (Agency)

Column 2: Remove Capital

Column 3: 2011-13 Base Budget Request

Column 4: 2011-13 Optional Request

Output Type: ☐ HTML ☒ PDF

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CR03 - Schedule Information

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### Other Capital Payments

00720 Game and Fish Department

Version: 2011B0100720

Description	Priority	Line	Reporting Level	Funding	Remove Capital	2011-13 Base Budget Request	2011-13 Optional Request
In Lieu of Tax Payments for Department Lands	2	50		Federal Funds	0	400,000	0
				Special Funds	0	600,000	0
<b>Total In Lieu of Tax Payments for Departm</b>					0	1,000,000	0
Land Acquisition	3	50		Federal Funds	0	200,000	0
				Special Funds	0	600,000	0
<b>Total Land Acquisition</b>					0	800,000	0
Remove Other Capital Payments	1	50		Federal Funds	(712,906)	0	0
	1	70		Special Funds	(90,000)	0	0
				Special Funds	(725,094)	0	0
<b>Total Remove Other Capital Payments</b>					(1,528,000)	0	0
<b>Total Federal Funds</b>					(712,906)	600,000	0
<b>Total Special Funds</b>					(815,094)	1,200,000	0
<b>Total for Game and Fish Department</b>					(1,528,000)	1,800,000	0

## CRSR – Subschedule Reports

Provides reports from the following non-posting subschedules:

- General Fund Collections
- Lease Purchase Agreements
- Licensing, Regulation and Inspection

loranderson/lbarsprod/2011B0100720/B/M **Internet Budget and Reporting System** Wednesday, July 21, 2010

Home Checklist Versions **Publications** Logout Pub List Parameters

Report Name \* CRSR - Subschedule Reports

Rename Report \* Subschedule Reports

Version \* 2011-B-01.00720

Admin \* ☐

Report \* General Fund Collections

Output Type \* ☐ HTML ☒ PDF

OK

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Preparation  
Publications

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CRSR - Subschedule Reports

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### Lease Purchase Agreements

00720 Game and Fish Department

Version:2011B0100720

No.	Description	Start Date	End Date	Original Value	Monthly Payment
1	Xerox Color Laser Printer	06/01/2011	06/30/2013	75,110	1,479

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CR&amp;R - Subschedule Reports

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**Licensing, Regulation and Inspection**

00720 Game and Fish Department

Version: 2011B0100720

No.	Description	Statutory Authority	Fund	2007-08 Biennium		2008-11 Biennium		2011-13 Biennium				
				Number Of Items	Charge Per Item	Number Of Items	Charge Per Item	Number Of Items	Charge Per Item	Total Collections	Less Costs	Net Collections
1	Fish Hatchery License	20.1-03-12	222	5	75	6	75	6	75	450	450	0
2	Nonresident Hunting Guide License	20.1-03-36.1	222	25	400	24	400	24	400	9,600	5,000	4,600
3	Nonresident Fishing Outfitter	20.1-03-36.1	222	7	400	7	400	7	400	2,800	2,000	800
4	Nonresident Furbuyer License	20.1-03-12	222	3	125	0	50	0	50	0	0	0
5	Nonresident Hunting Outfitter	20.1-03-36.1	222	15	2,000	14	2,000	14	2,000	28,000	10,000	18,000
6	Nonresident Professional Dog Trainer License	20.1-04-12.1	222	76	100	75	100	75	100	7,500	5,000	2,500
7	Nonresident Wholesale Bait Vender License	20.1-03-12	222	26	250	26	250	26	250	6,500	4,000	2,500
8	Resident Fishing Outfitter License	20.1-03-36.1	222	144	85	140	85	140	85	11,900	5,000	6,900
9	Resident Furbuyer/Shipper	20.1-03-12	222	25	8	24	8	24	8	192	200	(8)
10	Resident Hunting Guide License	20.1-03-36.1	222	173	100	170	100	170	100	17,000	10,000	7,000
11	Resident Hunting Outfitter License	20.1-03-36.1	222	208	250	200	250	200	250	50,000	30,000	20,000
12	Resident Professional Dog Trainer License	20.1-04-12.1	222	26	10	25	10	25	10	250	250	0
13	Resident Retail Bait Inc. White Suckers	20.1-03-12	222	15	75	15	75	15	75	1,125	1,000	125
14	Resident Retail Bait Licenses	20.1-03-12	222	477	15	475	15	475	15	7,125	5,000	2,125
15	Resident Traveling Furbuyer	20.1-03-12	222	45	20	45	20	45	20	900	1,000	(100)
16	Resident Wholesale Bait Vender Licenses	20.1-03-12	222	59	50	60	50	60	50	3,000	2,000	1,000
17	Shooting Preserve Licenses	20.1-03-12	222	44	330	40	330	40	330	13,200	15,000	(1,800)
18	Taxidermy Licenses	20.1-03-12	222	434	25	425	25	425	25	10,625	5,000	5,625
Total General Fund										0		0
Total Special Fund										170,187		88,287
Total										170,187		88,287

### SUBSCH1 – Subschedule Info

Provides a report containing the data entered on the info tabs of the selected subschedules. Samples of the reports are included at the end of this chapter.

In order to generate a report for the Capital Assets, Equipment over \$5,000, Extraordinary Repairs, Grants Summary, IT Equipment and Software >\$5,000, Other Capital Payments, or Operating Expense subschedules:

“Subschedule Type” – Select the subschedule

“SubSched No” – Select the desired item from the subschedule

The screenshot displays the 'Internet Budget and Reporting System' interface. At the top, the user is logged in as 'loranderson@barsprod/2011B0100720/B/M' on 'Wednesday, July 21, 2010'. The main navigation bar includes 'Home', 'Checklist', 'Versions', 'Publications', and 'Logout'. A left sidebar contains a 'Menu' with links to 'Administration', 'Preparation', and 'Publications'. The central area is titled 'SUBSCH1 - SubSchedule Info' and contains the following fields:

- Report Name:** SUBSCH1 - SubSchedule Info (dropdown)
- Rename Report:** SubSchedule Info (text input)
- Version:** 2011-B-01-00720 (text input)
- Admin:** ☐ (checkbox)
- Sub Sched Type:** CAP - Capital Projects (dropdown)
- Sub Sched No:** 1 Remove Capital Construction Carryover (dropdown)
- Field Type:** Info (dropdown)
- Output Type:** ☐ HTML ☒ PDF ☐ Fmt CSV (radio buttons)

An 'OK' button is located below the 'Output Type' section. At the bottom of the page, a copyright notice reads 'Affinity Global Solutions Copyright © 1995-2010'.

These additional subschedule reports provide a comparison of the amount included in the Governor’s Recommendations Version (R3) to the Agency’s Budget Request (B1) for various subschedules.

- CR07 – Grants Summary
- CR08 – Extraordinary Repairs
- CR09 – Agency Equipment Over \$5,000
- CR10 – Agency IT Equipment Over \$5,000
- CRCP – Capital Projects Agency

## Miscellaneous Reports

### SR01 – Reporting Levels

The reporting levels report can be sorted by description or reporting level number. The structure can be compared to the trees in PeopleSoft, to insure all levels are also included in IBARS.

The screenshot displays the 'Internet Budget and Reporting System' interface. The top navigation bar includes links for Home, Checklist, Versions, Publications, and Logout. The current page is titled 'SR01 - Reporting Levels'. Below the title, there is a 'Rename Report' field containing 'Reporting Levels'. The 'Version' is set to '2011-B-01-00720'. The 'Admin' checkbox is unchecked. The 'Department' is set to '00720 - Game and Fish Department'. The 'Sort By' dropdown is set to 'Cross Reference'. The 'Output Type' section has radio buttons for HTML, PDF (selected), Fmt CSV, and Stand CSV. An 'OK' button is located below the configuration fields. On the left side, there is a sidebar with a tree view showing 'Administration', 'Preparation', and 'Publications'. The bottom of the page features a footer with the text 'Affinity Global Solutions Copyright © 1995-2010'.

## SR04 – Change Package Summary Report

This report lists all base and optional change packages. It can be generated at the reporting level, at the agency level by marking the Code Type Rollup box, and at the line level by marking the Series box. In addition, the report can be generated separately for each of the change types A through F by selecting the “Chg Grp” dropdown. The reports identify the expenditure account codes and funding sources for each change package. In order to validate the budget request, expenditures and funding must equal for each change package within each reporting level.

The screenshot displays the 'Internet Budget and Reporting System' interface. The top navigation bar includes links for Home, Checklist, Versions, Publications, and Logout. The current date is Wednesday, July 21, 2010. The left sidebar shows a menu with options: Administration, Preparation, and Publications. The main content area is titled 'SR04 - Change Package Summary' and contains the following configuration options:

- Report Name:** SR04 - Change Package Summary
- Rename Report:** Change Package Summary
- Version:** 2011-B-01-00720
- Admin:** ☐
- Code Type Rollup:** ☐ **Series:** ☐
- Reporting Level:** 0 All Reporting Levels
- Change Type:** (All)
- Change Group:** (All)
- Incl Ind:** All
- Column 2:** 2007-09 Biennium Expenditures
- Column 3:** 2009-11 First Year Expenditures
- Column 4:** 2009-11 Biennium Balance
- Column 5:** 2009-11 Biennium Appropriation
- Column 6:** 2009-11 Biennium Payroll Approp
- Column 7:** 2011-13 Payroll from Subschedule
- Code 1:** 0 (All)
- Code 2:** 0 (All)
- Output Type:** ☐ HTML ☒ PDF ☐ Fmt CSV ☐ Stand CSV

An 'OK' button is located at the bottom right of the configuration area. The footer of the page reads 'Affinity Global Solutions Copyright © 1995-2010'.

## CRCS – ND Change Package Summary Report

This report summarizes all change packages by type and displays the priority level, FTE, and funding by sources for each change package. The report can show all changes, only base changes, or only optional changes.

The screenshot displays the 'Internet Budget and Reporting System' interface. At the top, the URL 'loranderson/libarsprod/2011B0100720/B/M' is visible on the left, and the date 'Wednesday, July 21, 2010' is on the right. The main navigation bar includes 'Home', 'Checklist', 'Versions', 'Publications', and 'Logout'. Below this, there are icons for various functions and a 'Menu' button. The left sidebar shows a tree view with 'Administration', 'Preparation', and 'Publications'. The main content area is titled 'Publications' and contains the following fields:

- Report Name**: A dropdown menu showing 'CRCS - North Dakota Change Package Summary'.
- Rename Report**: A text input field containing 'North Dakota Change Package Sum'.
- Version**: A text input field containing '2011-B-01-00720'.
- Admin**: A checkbox that is currently unchecked.
- Change Type**: A dropdown menu showing 'Only Base Change'.
- Output Type**: A radio button group with 'HTML' and 'PDF' options; 'PDF' is selected.
- OK**: A button to confirm the settings.

At the bottom of the page, the footer text reads 'Affinity Global Solutions Copyright © 1995-2010'.



## CR06 – Agency Special Funds Report

This report provides a two-biennium review of the revenue and expenditure activity of all special funds used by the agency. Individual fund numbers or all funds can be selected.

loranderson/fbarsprod/2011B0100720/B/M **Internet Budget and Reporting System** Wednesday, July 21, 2010

Home Checklist Versions **Publications** Logout Pub List Parameters

Report Name \* CR06 - Agency Special Fund Report

Rename Report \* Agency Special Fund Report

Version \* 2011.B-01-00720

Admin \* ☐

Funds \* (All)

Output Type \* ☐ HTML ☒ PDF

OK

Administration  
Preparation  
Publications

Menu Rptng Lvl Projects

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## SR07 – Version Comparison

This report allows an agency to compare amounts in selected columns for two different budget versions. Individual subschedules can be selected in the Subschedule dropdown or, the entire agency by leaving that field blank.

The screenshot shows the 'SR07 - Version Comparison' report configuration interface within the 'Internet Budget and Reporting System'. The page has a light blue header with the system name and a date of 'Wednesday, July 21, 2010'. A navigation bar at the top includes links for 'Home', 'Checklist', 'Versions', 'Publications', and 'Logout'. On the left, a sidebar menu lists 'Administration', 'Preparation', and 'Publications'. The main content area contains various configuration fields: 'Report Name' is set to 'SR07 - Version Comparison'; 'Rename Report' is set to 'Version Comparison'; 'Version' is '2011-B-01-00720'; 'Admin' is an unchecked checkbox; 'Code Type Rollup' and 'Series' are also unchecked checkboxes; 'Sub Schedule' is a dropdown menu; 'First Version' is '2011-A-01-00720 Agency Version-Work Copy'; 'Column' is '2007-09 Biennium Expenditures'; 'Second Version' is '2011-A-01-00720 Agency Version-Work Copy'; 'Reporting Level' is '0 All Reporting Levels'; 'Code 1' and 'Code 2' are both set to '0 (All)'; and 'Output Type' has radio buttons for 'HTML', 'PDF' (which is selected), 'Fmt CSV', and 'Stand CSV'. An 'OK' button is located at the bottom left of the configuration area. The footer of the page reads 'Affinity Global Solutions Copyright © 1995-2010'.

loranderson/ibarsprod/2011B0100720/B/M

Internet Budget and Reporting System

Wednesday, July 21, 2010

Home Checklist Versions Publications Logout

Pub List Parameters

Menu Rptng Lvl Projects

Administration  
Preparation  
Publications

Report Name SR07 - Version Comparison

Rename Report Version Comparison

Version 2011-B-01-00720

Admin ☐

Code Type Rollup ☐

Series ☐

Sub Schedule

First Version 2011-A-01-00720 Agency Version-Work Copy

Column 2007-09 Biennium Expenditures

Second Version 2011-A-01-00720 Agency Version-Work Copy

Column 2007-09 Biennium Expenditures

Reporting Level 0 All Reporting Levels

Code 1 0 (All)

Code 2 0 (All)

Output Type ☐ HTML ☒ PDF ☐ Fmt CSV ☐ Stand CSV

OK

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## NARR – Narrative Reports

Provides reports containing narrative from various budget subschedules. Mark the box next to a report type to generate that report. Available report types and a brief description are:

- **Agency Overview** provides a report containing all agency-wide narrative including Statutory Authority and Agency Description.
- **Change Package Narrative** provides the narrative included with each change package.
- **Program Narrative** report provides the narrative entered for each budget program.
- **Subschedule** report provides the narrative entered for each subschedule.
- **Performance Narrative** report provides the agency and program performance measure narratives.

loranderson/ibarsprod/2011B0100720/B/M Internet Budget and Reporting System Wednesday, July 21, 2010

Home Checklist Versions Publications Logout Pub List Parameters

Menu Rptng Lvl Projects

Report Name\* NARR - Narrative Reports

Rename Report\* Narrative Reports

Version\* 2011-B-01-00720

Admin\* ☐

Agency Overview\* ☒ Change Package\* ☐ Program\* ☐ Performance\* ☐ Subschedule\* ☐

Sub Schedule ID\* (All)

Department\* 00709 - Council on the Arts  
00720 - Game and Fish Department  
00750 - Parks and Recreation Dept  
00770 - Water Commission  
00801 - Dept of Transportation

Output Type\* ☐ HTML ☒ PDF

OK

Administration  
Preparation  
Publications

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## Submitting Budget Request

### CRVA – Validate Agency Version

This report is used to identify validation errors that must be corrected before an agency budget request will be accepted. Contact the OMB budget analyst after running this report for assistance in making the corrections.

loranderson/libarsprod/2011B0100720/B/M **Internet Budget and Reporting System** Wednesday, July 21, 2010

Home Checklist Versions **Publications** Logout

Report Name: CRVA - Validate Agency Version

Rename Report: Validate Agency Version

Version: 2011-B-01-00720

Output Type: ☐ HTML ☒ PDF

OK

Menu Rptng Lvl Projects

- Administration
- Preparation
- Publications

2011 B0100720

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2011 BIEN / 07/21/2010 06:38:02

CRVA - Validate Agency Version

Page 1 of 3

Game and Fish Department

Version: 2011B0100720

1 Reporting Level Description	2 Line Description	3 Object Number	4	5	6	7	8
Objects In Wrong Lines							
Fisheries	Grants-Game and Fish	623000					

### SR05 – Budget Request – Negative Values

This report will identify any negative numbers in the budget request. To generate the report, choose the SR05 report from the Publications tab, check the Negative Values box, choose the appropriate reporting levels and columns, and click the OK box. New budgets will not be accepted with negative numbers in the following columns:

- 2007-09 Biennium Expenditures
- 2009-11 First Year Expend
- 2009-11 Biennium Balance
- 2009-11 Biennium Approp
- 2009-11 Payroll Approp
- 2011-13 Payroll Subschedule
- 2011-13 Base Budget Request
- 2011-13 Optional Budget Changes
- 2011-13 Total Budget Request

loranderson/libarsprod/2011B0100720/B/M **Internet Budget and Reporting System** Wednesday, July 21, 2010

Home Checklist Versions **Publications** Logout Pub List Parameters

Report Name \* SR05 - Budget Request Summary - Reporting Level

Rename Report \* Budget Request Summary - Reportir

Version \* 2011-B-01-00720

Admin \* ☐

Agency \* ☐ Series \* ☐ Negative Values \* ☐

Code Type Rollup \* ☐

Sub Schedule \*  Project \*

Reporting Level \* 0 All Reporting Levels

Column 2 \* 2007-09 Biennium Expenditures

Column 3 \* 2009-11 First Year Expenditures

Column 4 \* 2009-11 Biennium Balance

Column 5 \* 2009-11 Biennium Appropriation

Column 6 \* 2009-11 Biennium Payroll Approp

Column 7 \* 2011-13 Payroll from Subschedule

Code 1 \* 0 (All)

Code 2 \* 0 (All)

Output Type \* ☐ HTML ☒ PDF ☐ Fmt CSV ☐ Stand CSV

OK

Administration  
Preparation  
Publications

Menu Rptng Lvl Projects

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## SR06 – Budget Validation

This report will identify the reporting level and line ID where errors occur. It will provide an “Error Message” describing where the problem occurs, such as which column, which subschedule, which account code, etc. Contact the assigned budget analyst for assistance correcting errors.

loranderson/ibarsprod/2011A0100270/B/M **Internet Budget and Reporting System** Wednesday, July 21, 2010

Home Checklist Versions **Publications** Logout Pub List Parameters

Report Name SR06 - Budget Validation

Rename Report Budget Validation

Version 2011-A-01-00270

Admin ☐

Stwd ☐

Output Type ☐ HTML ☒ PDF ☐ Fmt CSV ☐ Stand CSV

OK

Administration  
Preparation  
Publications

Menu Rptng Lvl Projects

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2011 BIEN / 07/21/2010 09:41:14  
**Budget Validation**

SR06 - Budget Validation

1

Schedule: Budget Request Summary  
Subschedule

Reporting Level	Error Message	Message Type
	Negative Validation Failed: 3% optional savings package Change no 3, Change Type G, Change Group A, Version 2011A0100270	E
	Negative Validation Failed: Adjustment to Professional Services Budget Change no 2, Change Type A, Change Group A, Version 2011A0100270	E
	Negative Validation Failed: Emerging Technology Adult pilot Change no 11, Change Type C, Change Group A, Version 2011A0100270	E
	Negative Validation Failed: Establish a funding pool for CTE equipment in programs Change no 10, Change Type C, Change Group A, Version 2011A0100270	E
	Negative Validation Failed: Expand funding and credit offerings for Business and Office Technology Change no 8, Change Type C, Change Group A, Version 2011A0100270	E
	Negative Validation Failed: Funding to expand the number and availability of CTE programming. Coop, new programs, expanded Change no 6, Change Type C, Change Group A, Version 2011A0100270	E
	Negative Validation Failed: Increase funding for Family & Consumer Sciences Change no 9, Change Type C, Change Group A, Version 2011A0100270	E
	Negative Validation Failed: Miscellaneous adjustments to operating expenses Change no 1, Change Type A, Change Group A, Version 2011A0100270	E
	Negative Validation Failed: New Area Center Change no 7, Change Type C, Change Group A, Version 2011A0100270	E
	Negative Validation Failed: Professional development for Math/Science in CTE and CTE teachers and Administrators Change no 5, Change Type C, Change Group A, Version 2011A0100270	E
	Negative Validation Failed: To Continue same level of reimburse funding to schools Change no 4, Change Type C, Change Group A, Version 2011A0100270	E
North Dakota	Budget Validation	loranderson / 2011-A-01-00270